

The Department of Community Planning & Development
City Hall, Lynchburg, VA 24504 **434-455-3900**

To: Planning Commission

From: Planning Division

Date: May 11, 2005

Re: **CONDITIONAL USE PERMIT (CUP): Historic Sandusky House, 757 Sandusky Drive.**

I. PETITIONER

Historic Sandusky Foundation, Inc., 757 Sandusky Drive, Lynchburg, VA 24502

Representative: Gregory H. Starbuck, 757 Sandusky Drive, Lynchburg, VA 24502

II. LOCATION

The subject property is located at the intersection of Sandusky Drive and Pawnee Drive. The subject property is a tract of approximately 3.84 acres.

Property Owners: Historic Sandusky Foundation, Inc., 757 Sandusky Drive, Lynchburg, VA 24502

III. PURPOSE

The purpose of this petition is to amend the Historic Sandusky House's master plan to allow for a building addition to the existing carriage house that will contain a gift shop, exhibit gallery and supporting features. The master plan amendment also proposes future development projects to include rebuilding of the historic kitchen and smoke house.

IV. SUMMARY

- Petition agrees with the *Future Land Use Map* which recommends Low Density Residential in this area.
- Petition agrees with the Zoning Ordinance in that museums are allowed in an R-1, Low Density Single-Family Residential Districts with approval of a conditional use permit (CUP) from the City Council.
- Petition proposes to amend the existing master plan for Sandusky House to allow for a building addition to the existing carriage house that will contain a gift shop, exhibit gallery and supporting features; the petition also proposes the future rebuild of the kitchen and the smoke house.

The Planning Division recommends approval of the conditional use permit petition.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The Lynchburg *Future Land Use Map* recommends Low Density Residential development in this area. Low Density Residential areas, as defined by the City's Comprehensive Plan, are dominated by single family detached housing at densities of up to four dwelling units per acre. In addition to residential uses, they may include public and institutional uses compatible in scale with single family residential homes. Private recreation uses and private open space are also appropriate for Low Density Residential areas.
2. **Zoning.** The subject property was annexed into the City in 1958. The existing R-1, Low Density Single-Family Residential zoning was established in 1978 with the adoption of the current *Zoning Ordinance*. Section 35.1-63 of the City's *Zoning Ordinance* provides that museums,

art galleries, and similar institutions permitted only by conditional use permit in residential districts shall meet the following requirements:

- a. The lot area shall be at least one (1) acre. Floor area ratio shall not exceed one-tenth ($1/10^{\text{th}}$).
 - b. Other relevant regulations of the ordinance, including those for parking, signs, and lighting shall be met.
 - c. Streets serving the site shall be adequate to carry the traffic expected to be generated without disruption of residential neighborhoods.
 - d. Commercial activities included in museums and art galleries shall be limited to the sale of postcards, prints, books, reproductions of sculpture or handcrafts, films or similar merchandise related to the exhibitions in the building.
3. **Board of Zoning Appeals (BZA).** The Zoning Official has determined that no variances will be needed for the project as proposed.
4. **Surrounding Area.** There have been several items requiring City Council approval in the immediate area:
 - 5/14/2002: City Council approved Sandusky Baptist Church's CUP petition for the construction of a new sanctuary, family life building and additional parking at 915 Catalina Place.
 - 4/10/2001: City Council approved the Historic Sandusky Foundation's CUP petition to master plan their property at 757 Sandusky Drive for use as a museum.
 - 7/14/1992: City Council approved Lynchburg City School's CUP petition to install three (3) modular classrooms at 5828 Apache Lane.
 - 5/14/1991: City Council approved Lynchburg City School's CUP petition to install modular classroom units at 5828 Apache Lane.
5. **Site Description.** The subject property currently includes one (1) residence which serves as a museum and exhibit galleries, a carriage house, a caretaker's residence/office and associated parking. The property is bounded to the north, south, east and west by single-family residential homes.
6. **Proposed Use of Property.** The purpose of the conditional use permit is to revise the existing master plan for Sandusky House to permit a building addition to the existing carriage house that will contain a gift shop, exhibit gallery and supporting features; the amendment also proposes the future rebuild of the historic kitchen and smoke house. If Lynchburg City Council approves the permit for the Sandusky House Master Plan Amendment, the Historic Sandusky Foundation intends to proceed with the site and building design for the Gift Shop and Museum only at this time. The proposed building addition to the carriage house on the Sandusky property will house a small exhibit gallery, since rare and sensitive artifacts cannot be safely displayed in the Sandusky House. The downstairs portion of the existing carriage house will be used for a gift shop and visitor center while the upstairs apartment will be used as the foundation's office and library.

The Sandusky Historic Site will eventually be open daily to visitors during daytime hours. Occasionally the site will be open in evening hours for special tours, programs and meetings. Special events may take place periodically throughout the year.

The proposed building addition is not expected to increase the number of people visiting the site. Daily visitation is difficult to predict but should be comparable to other historic houses like Poplar Forest and Point of Honor (25-100 persons/day).

The long range goal is to rebuild the historic Sandusky kitchen and smoke house. Further research, archeology and fundraising will be needed before these projects can be undertaken.

7. **Traffic and Parking.** The City's Traffic Engineer had no comments of concern regarding traffic from the proposed development.

Section 35.1 of the Zoning ordinance requires one (1) space per three hundred (300) square feet of floor area. The total building square footage for the Main House, proposed Gift Shop/Museum (after the addition) and the Caretaker's Cottage is eight thousand, three hundred and thirty (8,330) square feet which requires twenty-eight (28) parking spaces are required to meet City Code. The site plan indicates that twenty-nine (29) parking spaces will be provided for the subject property to address the off-street parking requirements for the project.

8. **Storm Water Management.** New impervious areas will exceed one thousand (1,000) square feet; as such, a stormwater management plan will be required for the construction. The increase in post-development runoff conditions due to the new impervious area will be managed through the use of either historic ground gutters or a traditional gutter system designed to release the stormwater at or below pre-development runoff rates. A preliminary drainage review indicates that the receiving channel is adequate for the site's stormwater.

Stormwater quality will be addressed through a combination of landscaping, Best Management Practices and/or Low Impact Development standards.

9. **Impact.** The building addition and the proposed rebuilding of the kitchen and smoke house facilities will have limited impacts on the surrounding neighborhood. The design and layout of the buildings are acceptable.

Landscaping buffer requirements for the project have been addressed through the Circulation Layout and Planting Plan (see attached) which was approved by the City on January 24, 2003. This landscape plan is in place with work still progressing on a few items that need replacement or supplementation.

Parking and traffic requirements have been sufficiently met for the project. The proposed building addition will not increase the number of people allowed on the site.

Stormwater quantity management will be addressed through the use of historic ground gutters or a traditional gutter system into buried pipe. Although staff recommend the use of the historic ground gutters since they promote infiltration, this option is contingent on an appropriate soil type. Stormwater quality will be addressed through a combination of landscaping, Best Management Practices and/or Low Impact Development standards.

11. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the preliminary site plan on April 19, 2005. Comments related to the proposed plan use were minor in nature and have or will be addressed by the developer prior to final site plan approval.
-

VI. PLANNING DIVISION RECOMMENDED MOTION:

Based on the preceding Findings of Fact, the Planning commission recommends to City Council approval of Historic Sandusky Foundation's petition for a Conditional Use Permit (CUP) to amend the master plan for the Historic Sandusky House at 757 Sandusky Drive to allow for a building addition to the existing carriage house that will contain a gift shop, exhibit gallery, supporting features as well as a future rebuild of the kitchen and the smoke house subject to the following conditions:

- 1. The property shall be developed in substantial compliance with the Revision to Master Plan Previously Approved, Dated 01-16-03 for Sandusky House prepared by Harvey-Delaney Landscape Architects and Craddock-Cunningham Architectural Partners, P.C. and dated April 29, 2005.**
- 2. All exterior lighting shall be non-directional and glare-shielded to prevent illumination across the property line onto adjacent properties.**
- 3. Landscaping requirements as detailed in the Circulation Layout and Planting Plan approved by the City on January 24, 2003 must be implemented prior to the issuance of any permits for the building addition that is proposed for the carriage house on the subject property.**
- 4. If conditions permit, "historic ground gutters" and a combination of Landscaping, Best Management Practices and Low Impact Development Standards will be used to manage stormwater runoff from the site. All practices are subject to the approval of the City's Environmental Planner. If, at the discretion of the Environmental Planner, the proposed system is not permissible, the use of a traditional gutter system or stormwater quantity alternative may be permitted.**

This matter is respectfully offered for your consideration.

William T. Martin, AICP
City Planner

pc: Mr. L. Kimball Payne, III, City Manager
Mr. Walter C. Erwin, City Attorney
Ms. Rachel O. Flynn, Director of Community Planning & Development
Mr. R. Douglas Dejarnette, Fire Marshal
Mr. J. Lee Newland, Director of Engineering

Mr. Gerry L. Harter, Traffic Engineer
Mr. Robert Drane, Building Commissioner
Mr. Keith Wright, Zoning Official
Mr. Robert S. Fowler, Zoning Official
Mr. Kent White, Senior Planner
Ms. Erin Bryant, Environmental Planner
Mr. Gregory Starbuck, Representative

VII. ATTACHMENTS

1. Vicinity Zoning Pattern

(see attached map)

2. Vicinity Proposed Land Use

(see attached map)

3. Site Plan

(see attached site plans)

4. Cover Letter

5. Building Elevations and Rendering